

**The Sutter County
Board of Supervisors' Response to
the**

**2015-2016
Sutter County Grand Jury
Final Report**

Part 2 of 2

ENDORSED FILED

SEP 22 2016

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF BUTTER
CLERK OF THE COURT
By JACKIE LABWELL Deputy**



**Ronald Sullenger
Dan Flores
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District No. 2
District No. 3
District No. 4
District No. 5**



County of Sutter
Office of the County Administrator

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August 23, 2016

The Honorable Brian R. Aronson
Presiding Judge of the Sutter County Superior Court
466 Second Street
Yuba City, CA 95991

Dear Judge Aronson:

I am herein submitting the Sutter County Board of Supervisors responses to the findings and recommendations of the final six reports filed by the 2015-2016 Sutter County Grand Jury. The Reports are entitled:

- Criminal Justice
- An Assessment on Sutter County Education
- An Overview of Sutter County Fire and Emergency
- Who's Protecting our Children? An in Depth Look Into Child Protective Services
- Well 2B or Not 2B, How Much is My Bill?
- An outlook on Sutter County Public Buildings

While the Board of Supervisors does not always agree with the Grand Jury's findings and recommendations, the Board members have again asked me to convey their appreciation and respect for the work the Grand Jurors have performed and their dedication in fulfilling this important function. I share that sentiment and am looking forward to working with the members of the 2016-17 County Grand Jury.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Curtis R. Coad".

CURTIS R. COAD
INTERIM COUNTY ADMINISTRATIVE OFFICER

RECEIVED

AUG 24 2016

BY SUPERIOR COURT OF CALIFORNIA
COUNTY OF SUTTER

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Criminal Justice

This Report was included in the 2015-16 Sutter County Grand Jury Final Report. The Sutter County Grand Jury did not request, nor did they invite, the Sutter County Board of Supervisors to respond.

The Sutter County Sheriff-Coroner is an independently elected official and, as such, responds directly to the Grand Jury's findings and recommendations concerning his respective office. A copy of the response is included in this document as Attachment A.

An Assessment on Sutter County Education

FINDINGS

Grand Jury Finding #1:

“F1: All aspects of the design of Twin Rivers Charter School was created to enhance the student’s ability to focus on education.”

Grand Jury Finding #2:

“F2: Sutter Union High School and Brittan Elementary School are without a School Resource Officer.”

Grand Jury Finding #3:

“F3: Available grants for the various schools are applied for by principals and/or teachers.”

Grand Jury Finding #4:

“F4: Park Avenue Elementary School has a deteriorated dirt track.”

Grand Jury Finding #5:

“F5: Tierra Buena Parent Teacher Association (PTA) gives grants generated by fundraising to teachers within their school.”

Grand Jury Finding #6:

“F6: Live Oak Unified School District provides a mentoring program for its students.”

Response from the Board of Supervisors:

F1, F3-F6: In regards to Findings #1 and #3-6, The Board of Supervisors believes that none of these findings involve facilities, functions, or issues which are within the purview or responsibility of the County Board of Supervisors. Consequently, the Board is unable to comment upon them, and is not required by law to do so.

F2: The Board of Supervisors agrees with the factual Finding #2.

RECOMMENDATIONS

Grand Jury Recommendation #1:

“R1: The hiring of a School Resource Officer for split use by Sutter Union High School District (SUHD) and Brittain Elementary School (BES). Funding for this position should be pursued by applying for grants. Any shortfall of funding should be provided by a split of 75% SUHD and 25% by BES.”

Grand Jury Recommendation #2:

“R2: The Sutter County Superintendent of Schools look (sic) into creating a position, made available to all school districts, that solely writes grants to help maximize all necessary tools for achieving modern standards for education. This position should be funded by commission on the grants received.”

Grand Jury Recommendation #3:

“R3: Park Avenue Elementary School be prioritized to have the school track replaced with grant funds, donation or any other means available.”

Grand Jury Recommendation #4:

“R4: The various schools provide a similar mentoring program as Live Oak Unified School Districts. Additionally, the various schools should encourage their PTAs to invest in providing their respective teachers grant opportunities generated by fundraising.”

Response from the Board of Supervisors:

R1: The Board of Supervisors agrees with the Grand Jury’s recommendation with respect to the desirability of having a School Resource Officer available on these two campuses, and would be willing to approve a position upon the request of the school districts assuming the position would be funded by the districts. However, funding implementation of the recommendation is up to the discretion of the school districts. Once funding has been achieved by the school districts and an MOU has been established between the school districts and the County, the appropriate County departments will implement the hiring of a School Resource Officer for Sutter Union High School District and Brittain Elementary School.

R2-4: The Board of Supervisors believes that the Grand Jury’s recommendation is beyond the purview of the Board of Supervisors and is at the discretion of the Sutter County Superintendent of Schools. Consequently, the Board is unable to comment upon them, and is not required by law to do so.

An Overview of Sutter County Fire and Emergency

FINDINGS

Grand Jury Finding #1:

“F1: Live Oak Fire Station does not have a ventilation exhaust system in the engine bays.”

Grand Jury Finding #2:

“F2: Oswald-Tudor Fire Station does not have a ventilation exhaust system in the engine bays of either building.”

Grand Jury Finding #3:

“F3: Oswald-Tudor Fire Station exercise equipment area and turnouts are in the engine bay. This exposes the personnel to residual exhaust fumes and particulates that are deposited on the equipment.”

Grand Jury Finding #4:

“F4: At the Oswald-Tudor Fire Station, the buildings are not large enough to safely accommodate the engines and equipment.”

Grand Jury Finding #5:

“F5: All Stations visited by the SCGJ reported inadequate staffing levels.”

Response from the Board of Supervisors:

F1: The Board of Supervisors agrees with this finding.

F2: The Board of Supervisors agrees with this finding.

F3: The Board of Supervisors agrees with this finding.

F4: The Board of Supervisors agrees with this finding.

F5: The Board of Supervisors agrees with this finding.

RECOMMENDATIONS

Grand Jury Recommendation #1:

“R1: The Oswald-Tudor Fire Station and Live Oak Fire Station procure and install snorkel type ventilation systems. This would mitigate the issues of equipment exposure and minimize health risks. (F1-F3)”

Grand Jury Recommendation #2:

“R2: The Oswald-Tudor south auxiliary building be expanded to enable the equipment to be adequately and safely secured.”

Grand Jury Recommendation #3:

“R3: The Sutter County Fire Department conduct a study and review the minimum mandatory staffing requirements for all stations and take necessary action to ensure compliance with requirements.”

Response from the Board of Supervisors:

The Sutter County Fire Services Manager reports directly to the Director of the Development Services Department. The Development Services Director and Fire Services Manager have provided a response to this Grand Jury report. The Board of Supervisors agrees with the response, and has included it as the Board’s response in this document as Attachment B.

Who's Protecting Our Children? An In Depth Look Into Child Protective Services

FINDINGS

Grand Jury Finding #1:

"F1: There have been multiple employees who have quit or retired due to low morale and grievances that were not addressed by the CPS management."

Grand Jury Finding #2:

"F2: Decision making capabilities and authority of Social Workers are limited by management."

Grand Jury Finding #3:

"F3: Current drug testing procedures put employees at risk of communicable diseases, violates personal privacy rights, and displays a lack of training regarding urine collection."

Grand Jury Finding #4:

"F4: The current CPS facility is lacking appropriate security measures to protect the clients, representatives of the County, and County property."

Grand Jury Finding #5:

"F5: The modular units which currently house CPS have exceeded the normal life-expectancy and are badly degraded."

Grand Jury Finding #6:

"F6: CPS visitation room was recently remodeled and includes new carpeting, furnishing, paint, toys and a computer for social workers use while supervising visitations."

Response from the Board of Supervisors:

The following responses have been developed in conjunction with the Human Services Director and the Interim County Administrative Officer/Human Resources Director.

F1: The Board of Supervisors disagrees with this Finding.

The Sutter County Grand Jury interviewed four prior employees, statistically making it difficult to determine if "multiple" employees have quit or retired due to low morale and grievances not addressed by CPS management. Employees may have quit or retired for a number of reasons not addressed in this report, including but not limited to the

difficulty of the job, reaching retirement age, and other personal reasons. In addition, all grievances that have been made known to management have been discussed with employees and, where possible, resolved.

F2: The Board of Supervisors agrees with this Finding.

As is the case in all County departments, along with private industry, it is management's responsibility to limit the decision making capabilities and authority of those they manage, as necessary.

Social Workers in CPS are involved in the raising of other people's children, under a Court approved plan, and the services provided are outlined in a contract with the State of California. Reports made to the Courts come from the County of Sutter, not independent Social Workers who may have differing unique approaches and judgement to various conditions found in CPS cases. The Department does assure the facts as presented by individual Social Workers are accurate, consistent with Department policies and State law and reflect what is thought to be in the best interest of the child involved.

F3: The Board of Supervisors disagrees with this Finding.

Employees are provided with appropriate training as evidenced by the training on Blood Borne Pathogens held September 8, 2015. In addition the correspondence between the Department and the State of California Division of Occupational Safety and Health dated June 28, 2007 indicates "It has been determined that no violation of any standard, rule, order or regulation set forth in Title 8, California Code of Regulations and Division 5 of the California Labor Code has been found as a result of this inspection". (See Attachment C)

F4: The Board of Supervisors disagrees with this Finding.

Security, as a whole, is an evolving issue, not only in the County, but in the nation. While the Board of Supervisors feels the present security is adequate, we are aware of the need to monitor the situation closely, not only in CPS, but all County facilities. Security is, of course, also a financial and budget issue.

F5: The Board of Supervisors agrees with this Finding.

F6: The Board of Supervisors agrees with this Finding.

RECOMMENDATIONS

Grand Jury Recommendation #1:

"R1: CPS needs to encourage open communication, HR evaluation, survey of employees regarding upper management style and supervision. Should have employees rate their supervisors yearly."

Grand Jury Recommendation #2:

“R2: Caseworkers need to have the ability to make their own recommendations. If upper management has a concern with the recommendation, then the management can write their own addendum.”

Grand Jury Recommendation #3:

“R3: CPS follow all current OSHA guidelines regarding urine collection and disposal, and policies need to be reviewed annually or consider “outsourcing” this process.”

Grand Jury Recommendation #4:

“R4: Hire a security guard and installation of video surveillance for main lobby and parking.”

Grand Jury Recommendation #5:

“R5: Relocation of the CPS department to a suitable facility.”

Grand Jury Recommendation #6:

“R6: Upgrades are recognized, however deficiencies still exist. Needs to be moved away from mental health, bathrooms and adequate space is needed for a proper visit.”

Response from the Board of Supervisors:

The following responses have been developed in conjunction with the Human Services Director and the Interim County Administrative Officer/Human Resources Director.

R1: Recommendation #1 will not be implemented as proposed. A “360 evaluation” has not been implemented in any Sutter County department, and it is unclear what the effect would be in implementing one. The Board is concerned that such a process might encourage managers to inappropriately curry favor with their subordinates. The Board notes that there are procedures and policies already in place to evaluate leadership and management performance and practices of managers.

In addition, the Board of Supervisors hired a new Human Services Director in July, 2016. The new director intends to review operations of the entire Human Services Department over the coming months. Any recommended changes will, as necessary, be presented to the Board of Supervisors.

R2: This recommendation will not be implemented. It needs to be clearly understood that recommendations to the Juvenile Court are made by the Human Services Department on behalf of the County of Sutter - not individual social workers. The Department’s managers are ultimately responsible - legally, professionally, and morally - for ensuring the facts presented by individual social workers are accurate, consistent

with department policy and State law, and reflect what is thought to be in the best interest of the child involved. The Grand Jury seems to be implying that the Department managers, who themselves are experienced social workers, somehow detract from this process. The Board of Supervisors strongly disagrees with any such implication. The Grand Jury might want to reflect on how a Superior Court Judge would react to receiving different reports and recommendations from a social worker and the department management.

R3: This recommendation will not be implemented because it is unnecessary and unwarranted, the policies and procedures regarding this function already follow all current Cal/OSHA guidelines.

R4: This recommendation will not be implemented at the current facility as it is not warranted and not reasonable. CPS facility issues are currently being analyzed so that they may provide many more benefits to clients and staff. The county has offered and will continue to offer trainings regarding safety practices when working with the public. As necessary, security issues will be analyzed further.

R5: The Board of Supervisors agrees that this recommendation should be implemented. County staff is currently examining options for relocating CPS. The Board of Supervisors intends to make a decision on CPS facility needs by March, 2017.

R6: This recommendation will not be implemented at the current CPS facility. However, it will be considered in conjunction with implementing recommendation R5.

Well 2B or Not 2B, How Much is My Bill?

This Report was included in the 2015-16 Sutter County Grand Jury Final Report. The Sutter County Grand Jury did not request, nor did they invite, the Sutter County Board of Supervisors to respond.

An Outlook on Sutter County Public Buildings

FINDINGS

Grand Jury Finding #1:

“F1: The County’s current Facilities Master Plan is outdated and doesn’t address current facility needs. Additionally, the County does not have a comprehensive telecommunications plan.”

Grand Jury Finding #2:

“F2: The County has recently upgraded energy savings components including solar systems on buildings and sites that may not be appropriate for future needs.”

Grand Jury Finding #3:

“F3: Many of the County buildings are near or past their useful lives, requiring increased maintenance costs and modernization to accommodate changing needs.”

Grand Jury Finding #4:

“F4: Whiteaker Hall does not meet the same standards in regards to maintenance and custodial care as observed in other County facilities.”

Grand Jury Finding #5:

“F5: Space is available at 463 Second Street. However, there is no published plan on how to utilize it.”

Grand Jury Finding #6:

“F6: Records stored in the basement of the Hall of Records are at risk of being lost, damaged or destroyed. They are also in a location which is difficult to access.”

Grand Jury Finding #7:

“F7: The Sutter County Jail has internal equipment problems due to age. The security gate hardware is often not commercially available requiring costly custom solutions. Evaporative cooling systems provide inadequate cooling for certain inmates suffering from medical conditions or treatments. There are additional plumbing maintenance issues attributed to the Housing of AB109 inmates, increasing the pressure on the antiquated plumbing.”

Response from the Board of Supervisors:

F1: The Board of Supervisors agrees with this finding.

F2: The Board of Supervisors disagrees with this finding.

The energy savings project incorporated benefits to County-owned buildings from energy savings upgrades which included lighting, new HVAC systems, new roofs, upgraded plumbing, as well as solar arrays; several individual arrays and one common array. The common solar array will benefit buildings without individual solar arrays and the list of benefited buildings can be changed annually if necessary to ensure that the County receives the highest benefit. All upgraded buildings are already benefitting from the retrofits, as are the majority of the buildings with individual solar arrays. There is no immediate plan to vacate any of the buildings that are enjoying the upgrades. If, in the future, these buildings are sold, the purchaser of the building should be willing to pay a higher price for the upgrades which will benefit them into the future.

F3: The Board of Supervisors agrees with this finding.

F4: The Board of Supervisors agrees with this finding. For further detail please see Response to Recommendation #3.

F5: The Board of Supervisors agrees with this finding.

F6: The Board of Supervisors disagrees with this finding.

In regards to flooding in Yuba City or County buildings, the area under the Hall of Records has not ever been recorded as flooded. Items have been stored in that space since 2001. These items include: the audio/visual equipment to record the Board of Supervisors meetings; many tapes of the meetings; as well as other surplus equipment and files. The current storage use of the space is for the Board of Supervisors and CAO. All items are removed and replaced by Facilities maintenance staff and it is not a burden for the number of times the records are accessed. No records have been damaged, nor has there been any water in this space. The items are stored neatly on metal shelving to eliminate stacking boxes and for ease of display.

F7: The Board of Supervisors partially agrees with this finding.

The medical staff at the jail have indicated to General Services Staff that the temperature needs to stay below 85 degrees for inmates on certain medications. When the temperature in the medical area is above the desired range, the inmates are moved to a cooler location.

There are eight swamp coolers that were installed in 1976 and refurbished for a cost of \$50,000 approximately five years ago. The remaining coolers are significantly newer and the current jail expansion plans include installation of new swamp coolers in the new areas.

The coolers of concern are the older ones, which include the medical area of the jail. General Service's staff reviewed records provided by the newly updated Delta HVAC control system

connected to the older swamp coolers. During average summer days, the temperature varied between 78 and 80 degrees. On extremely hot days the temperature varied between 85 and 88 degrees. The newer systems registered approximately 10 degrees cooler than the older systems.

This information supports the finding that there are some days in the summer when the temperature is above the advisable range and will entail extra work for the jail staff to accommodate those inmates on susceptible medications. The temperature is not continuously above the desired range.

RECOMMENDATIONS

Grand Jury Recommendation #1:

“R1: The County should expedite the development of both short and long term facilities master plans. This will alleviate confusion, reduce unnecessary modifications, and maintenance challenges. This will also minimize business unit disruptions currently plaguing County departmental operations. A comprehensive telecommunications plan should be developed in conjunction with the development of a facilities master plan. Consolidation of departments should be utilized wherever possible in the design of this Master Plan.”

Grand Jury Recommendation #2:

“R2: An audit of all of the County facilities should be conducted as soon as possible for ADA compliance.”

Grand Jury Recommendation #3:

“R3: A standard checklist for routine maintenance should be adopted by General Services and initialed by those responsible after accomplishing those duties on the list. A regularly scheduled follow up inspection should be performed at these facilities.”

Grand Jury Recommendation #4:

“R4: Aging buildings and facilities should be upgraded or replaced as soon as possible. The Sutter County Jail, Child Protective Services modular buildings and the Oswald-Tudor fire station should be the top priorities.”

Grand Jury Recommendation #5:

“R5: The BOS meeting place should be relocated to a more suitable location (ADA Compliant). A more suitable storage location for the records should be developed.”

Response from the Board of Supervisors:

R1: The Board of Supervisors agrees with this recommendation in concept. The recommendation will require additional research and budget approval to implement.

In Fiscal Year 2014-15, at the request of the General Services Director, \$150,000 was budgeted in the Plant Acquisition budget unit for Phase 1 of a Facilities Master Plan. Before the Request for Proposal (RFP) could be issued, an opportunity arose to purchase a large building to be utilized as a consolidated County government center. The funding for the Facilities Master plan was set aside to pay for the development of a plan to design the County center. The project took many months to get to the preliminary phase and then the negotiations to purchase the building stalled and ultimately terminated. The funding was never reinstated for the Facilities Master Plan and subsequent budgets did not include funding for the plan. The General Services Director and the County Administrative staff continue to discuss the need for a comprehensive plan and to determine funding and timing for such a plan to be developed.

An RFP for professional services to develop this Facilities Master Plan will need to be issued, evaluated, and awarded. Once awarded, it will take the consultant, county staff, and the Board of Supervisors a significant amount of time to develop the desired plan.

The Board of Supervisors also agrees with the need for a comprehensive telecommunication plan. The Deputy Director General Services – IT, along with his staff have developed a draft plan that can easily be incorporated with a Facilities Master Plan. All telecommunication needs for the last two years adhere to this draft plan.

R2: The Board of Supervisors disagrees with this recommendation, but only because such an audit has already been completed (in September, 2011).

An ADA transition plan was developed and approved by the Board of Supervisors on September 27, 2011. This plan includes a comprehensive list of required ADA improvements to all facilities and an estimated date for total completion by Fiscal Year 2027-28. This list is referenced when any major project on a facility is undertaken. The required items are most often added to the projects that are being proposed if budget allows. In addition, available funds are set aside each fiscal year to complete a portion of the required ADA projects on the list.

This plan is the roadmap that the Board of Supervisors has elected to follow to ensure all County facilities comply with ADA requirements. The Transition Plan can be found on the County website under the September 27, 2011 Board Agenda www.suttercounty.org/agenda/bos/2011/3938.

R3: The Board of Supervisors agrees with this recommendation which is partially implemented now and will be fully implemented by June 2017.

The General Services Custodial staff currently utilize a check list developed specifically for each building serviced by General Service's staff. In regards to Finding #4, the General Services staff does not provide custodial services to Whiteaker Hall. These services are

completed by work-release crews under the supervision of Sheriff's Correctional Officers. The General Services maintenance staff provides only that maintenance requested by the Sheriff's staff for Whiteaker Hall.

General Services Facilities maintenance staff provide monthly preventative maintenance on all HVAC systems and back-up generators. A checklist for an annual check on each County building was used previously, however, during FY 2009-10, due to a decrease in funding, staff was reduced by approximately 25%. At that time, the Public Works Director instructed the maintenance staff to discontinue these annual checks and only provide maintenance that is requested by the County staff occupying the buildings. This practice has changed slightly as funding has improved. The maintenance staff currently look for items of concern and bring those forward each year during budget preparation to be addressed.

In the FY 2016-17 budget, the Board of Supervisors approved the purchase of a software module that will track all buildings, attached assets, occupancy, and all maintenance needed and performed. The software will assist the maintenance staff in completing an assessment of each asset, both owned and leased. This will allow for a more comprehensive view of the condition of all buildings and the ability to make recommendations to keep the buildings in the best workable condition possible. At that time, the previous checklist will be updated and incorporated in the new procedures. It is expected that the software will be implemented by June 2017.

R4: The Board of Supervisors agrees with this recommendation in concept. The recommendation will require additional research and budget approval to implement. We have already addressed the CPS issue elsewhere in our response.

With respect to the other facilities cited:

Jail

At this time, there is a Jail Expansion project which will start construction sometime in the late fall of 2016. This project will address some of the maintenance issues in the older portions of the buildings. It is recommended that a comprehensive list of maintenance concerns be included in the Facilities Master Plan so they can be addressed in an orderly and timely manner when funding is available.

Modular buildings

There is a basic plan in motion to lease a separate facility which will house the staff currently housed in the modular buildings at 1965 Live Oak Boulevard. This plan, once completed, would allow for the modular buildings to be removed.

Oswald-Tudor Fire Station

A plan to make changes to the Oswald-Tudor Fire station was discussed several years ago but there was no funding available in the Fire budget to cover costs of upgrading this station.

The Board of Supervisors believes that a comprehensive Facilities Master Plan should address all upgrades or replacements needed to all County facilities and should include recommended funding and timelines for completion.

R5: The Board of Supervisors agrees with this recommendation in concept. The recommendation will require additional research and budget approval to implement.

The Board of Supervisors believes that a comprehensive Facilities Master Plan, which may result in consolidated services, will address this concern.

The Grand Jury invited a response from the Director of General Services. Her response is included in this document as Attachment D.

ATTACHMENTS:

- A: Response from the Sutter County Sheriff-Coroner
- B: Response from the Development Services Director and Fire Services Manager
- C: Attachment from Human Services Department
- D: Response from the General Services Director

Attachment A



SUTTER COUNTY SHERIFF'S OFFICE
J. PAUL PARKER
SHERIFF - CORONER

August 8, 2016

Honorable Judge Brian R. Aronson
Superior Court of California
County of Sutter
1175 Civic Center Blvd.
Yuba City, CA

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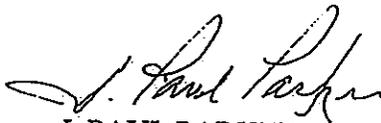
AUG 10 2016
Office of the County Administrator
Sutter County

Dear Judge Aronson:

Enclosed is the Sheriff's final response as per Penal Code § 933(c) to the 2015-2016 Final Report of the Grand Jury. The Grand Jury report was received and signed for by my office on June 17, 2016.

Please acknowledge the receipt of this six (6) page document by signing below. A copy is of the acknowledgement is enclosed for your records.

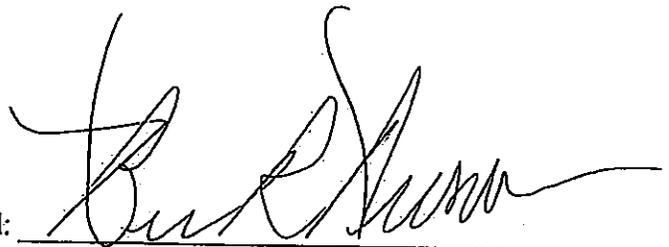
Very truly yours,


J. PAUL PARKER
SHERIFF-CORONER

Receipt Date

August 8, 2016

Signed:



Judge Brian Aronson



SUTTER COUNTY SHERIFF'S OFFICE
J. PAUL PARKER
SHERIFF - CORONER

August 8, 2016

Honorable Brian R. Aronson - Presiding Judge
Superior Court of California
County of Sutter

RE: Sheriff's Response to the 2015-2016 Grand Jury Final Report

The Sheriff thanks the Sutter County Grand Jury for their time, effort and commitment in compiling their 2015-2016 final report.

On June 17, 2016 the Sheriff's Office received a copy of the 2015-2016 /final report of the Grand Jury. The areas dealing with the Sheriff's Office and requesting a response from the Sheriff are listed below.

Criminal Justice

Findings

In summary, the SCGJ made the following findings. The Sheriff's response is below each finding.

- F1. The evaporative cooling system in the Sutter County Jail is inadequate.
 - A. *The Sheriff concurs that the cooling system could be improved.*
- F2. An inmate vandalized jail property.
 - A. *The Sheriff concurs that inmates can and do sometimes vandalize jail property.*
- F3. SCSO is testing personal body cameras, storage and related legal issues.
 - A. *The Sheriff concurs that testing and related body camera issues are on-going.*
- F4. YCPD is testing multiple types of body cameras.
 - A. *The Sheriff has no jurisdiction or authority regarding this finding.*
- F5. YCPD is experiencing recruitment and retention issues.
 - A. *The Sheriff has no jurisdiction or authority regarding this finding.*

- F6. The Live Oak sub-station lacks audio/video equipment for the interview room and lacks sufficient ballistic and less than lethal equipment.
- A. The Sheriff concurs.*
- F7. The Yuba/Sutter/Colusa juvenile hall employees' salaries are not competitive for surrounding areas.
- A. The Sheriff has no jurisdiction or authority regarding this finding.*

Recommendations

In summary, the SCGJ made the following recommendations. The Sheriff's response is below each recommendation.

- R1. SCSO Jail research the availability of grants or other funding sources to upgrade the cooling system.
- A. Although physical plant issues such as air conditioning, sewage and other building related issues come under the authority of Facility Services, the Sheriff and County are actively seeking and will continue to seek funding for upgrading the HVAC system in the jail. Regarding grants for jail construction, over the last nine years, there have been four (4) funding authorization for jail related construction under AB900, SB1022, SB863 and lastly SB844.*
- The SCSO jail was awarded approximately 10 million in grant funding from AB900 phase II to increase bed space and update medical.*
 - SCSO jail did not offer a needs assessment for SB1022 as we had just been authorized funding under AB900. Of the 100 million in funding authorized to small counties by SB1022, the State had already received requests totaling 239 million from small counties.*
 - SCSO Did put in a needs assessment for funding of 20 million dollars under SB 863. We were not awarded.*
 - SCSO is ineligible for funding under SB844 as we have received previous awards under AB900.*

In the past we have been advised by medical services that certain psychotropic drugs can be heat intolerant and have been advised that dry bulb temperatures exceeding 90 degrees in the jail are of a concern. When temperatures approach that threshold, we hand out carts of ice, distribute fans, encourage increased fluid consumption, extra showers, move susceptible inmates to cooler areas of the jail, and limit exercise. I will note that we took a sampling of temperatures in six different locations in the hottest areas of the jail over the most recent heat wave of July 22nd to August 4th. The following table shows the results of the readings as reflected at or near 1700 hrs. (5pm), the hottest part of the day.

Date	Outdoor Temps & Humidity	Max Dorm Temp & Humidity	Max FE2 Temp & Humidity	Max FE3 Temp & Humidity	Max 2 Temp & Humidity	Max 5 Temp & Humidity	Arraignment Room Temp & Humidity
7/22/2016	97/77%	80/65%					
7/23/2016	102/70%	80/72%	80/80%	80/80%	79/55%	81/53%	
7/24/2016	104/56%	90/65%	80/72%	84/60%	79/60%	80/65%	
7/25/2016	100/59%	79/73%	81/70%	85/58%	79/59%	81/52%	
7/26/2016	105/75%	79/73%	82/70%	87/60%	79/60%	84/54%	
7/27/2016	105/61%	79/76%	83/70%	87/60%	81/53%	82/57%	
7/28/2016	102/63%	79/79%	90/70%	90/60%	82/52%	82/59%	
7/29/2016	108/57%	77/70%	80/70%	85/60%	82/60%	82/62%	
7/30/2016	104/53%	78/73%	82/57%	89/53%	81/45%		88/45%
7/31/2016	101/59%	85/57%	84/54%	88/59%	81/55%		90/58%
8/1/2016	98/65%	77/75%	79/65%	82/60%	77/59%		82/52%
8/2/2016	98/45%	77/73%	78/73%	83/61%	79/62%		84/59%
8/3/2016	100/70%	75/75%					
8/4/2016	91/78%		79/73%	83/65%	77/64%		84/62%

We will continue to seek funding for air conditioning in the jail.

- R2. SCSO Jail fine or add additional charges when jail property is damaged by an inmate.
 - A. *The jail has and does impose legal sanctions and prosecution against inmates for damage done to the jail and/or jail property. The only time we would not is if the guilt of the suspect(s) could not be proved beyond a reasonable doubt or if prosecuting the offense would be counter-productive to the needs of the jail. However, we do impose legally authorized sanctions against offenses committed by inmates such as loss of good-time/work-time credits, loss privileges, loss of visits, housing restrictions, etc.*
- R3. Each respective department /office continue researching body cameras.
 - A. *SCSO will continue research into this technology with the goal of implementation.*
- R4. The YCPD continue their program to sponsor potential employees...
 - A. *The Sheriff has no jurisdiction or authority regarding this recommendation.*
- R5. The SCSO Live Oak division use the "COPS" Grant or other funding sources to install live streaming/recording video systems in their interview room. If there are any remaining funds they should be prioritized in the order of "less than

lethal” weapons for all officers, ballistic helmets for each officer, and at least one ballistic shield in an on duty vehicle at all times.

A. The Live Oak Sub Station will be equipped with all items in this recommendation within the upcoming fiscal year.

R6. The Yuba-Sutter-Colusa juvenile hall conduct a comprehensive salary survey...

A. The Sheriff has no jurisdiction or authority regarding this recommendation.

Sutter County Education

Findings

F2. Sutter Union High School and Brittan Elementary School are without a School Resource Officer.

A. The Sheriff agrees.

Recommendations

R1. The hiring of a School Resource Officer for split use by Sutter Union High School District (SUHD) and Brittan Elementary School (BES). Funding for this position should be pursued by applying for grants. Any shortfall of funding should be provided by a split of 75% by SUHD and 25% by BES.

A. The Sheriff is supportive of this recommendation. However, be aware that the Sutter County Sheriff's Office has law enforcement duties that cover 12 school districts, with over 21 schools plus four major private schools with a county enrollment of over 15,000 students.

With that said, funding for peace officer position(s) that are available to the Sheriff's Office are administered by the U.S. Department of Justice, Community Oriented Policing Services (COPS). Each program has its own specific requirements and qualifiers. We have in the past obtained two (2) school resource officers (SRO)'s in 2001, receiving a grant total of \$250,000. Grant funding for those positions has since expired and we currently do not have any dedicated SRO's. The USDOJ is not currently offering any Cops in Schools (CIS) grants, however this changes from year to year and we will continue a search for funding in this area.

Sutter County Public Buildings

Findings

- F7. In summary the findings of the SCGJ were that the Sutter County Jail has internal equipment problems due to age. The security gate hardware is often not commercially available requiring costly custom solutions, the evaporative cooling system is inadequate for certain inmates suffering from medical conditions or treatments and there are additional plumbing maintenance issues increasing pressure on antiquated plumbing.
- A. *The Sheriff Agrees although we believe we have resolved the security gate issue.*

Recommendations

- R4. Aging buildings and facilities should be upgraded or replaced as soon as possible. The Sutter County Jail, CPS modular buildings and the Oswald-Tudor Fire stations should be top priorities.
- A. *In regards to the Jail, the Sheriff agrees with the findings of the SCGJ is in need of upgrading although we will point out that the upgrading of the jail is a constant and ongoing process. As a point of further illumination, the Sheriff will point out to the SCGJ that the Sutter County Jail was originally opened in 1977 after the old jail at 2nd and C Street was deemed unfit. The new jail opened with a total capacity of approximately 78 beds. Several times since then, the jail has upgraded and/or added bed space including a 62 bed dormitory, a 148 bed male and female medium security complex, a 48 bed maximum security facility, and added video arraignment and video surveillance throughout. Our current bed capacity is 352.*

Within the next few months, a 10 million renovation will begin (AB900 State/Local Funding) that will increase our rated bed capacity to 394. This project will renovate over 25,000 square feet of the existing jail, add over 5,000 square feet of usable space and includes:

- *28-Bed Men's Maximum Housing Addition*
- *14-Bed Women's Medium Housing Addition*
- *Major Medical office expansion and renovation*
- *Kitchen Addition*
- *Kitchen Renovation*
- *Sober Cell Renovation*
- *Safety Cell Renovation*
- *Office Renovation*
- *Seismic Joint refit between Jail and Administration buildings*

The Sheriff and the County will continue to seek funding opportunities to improve the physical capabilities of the jail. The highest priorities of these would be an upgraded HVAC system for all housing units of the jail and to upgrade the sewage system, possibly installing an industrial grinder between the jail and the city sewage lines. Also, see response to R1 on page 2 of this report.

This concludes the Sheriff-Coroner-Public Administrator's response to the findings and recommendations of the 2015-2016 Sutter County Grand Jury Final Report.

Respectfully submitted,



J. PAUL PARKER
SHERIFF-CORONER

cc: Sutter County Board of Supervisors
~~Cur Code Interim County Administrative Officer~~
Donna M. Johnston – County Clerk

Attachment B



SUTTER COUNTY FIRE DEPARTMENT

John Shalowitz, Fire Services Manager (Chief)

Oswald-Tudor Fire Station
1280 Barry Road
Yuba City, CA 95991
(530) 673-2804

Sutter Fire Station
2340 California Street
Sutter, CA 95982
(530) 755-0266

Live Oak Fire Station
2745 Fir Street
Live Oak, CA 95953
(530) 695-3522

East Nicolaus Fire Station
1988 Nicolaus Avenue
East Nicolaus, CA 95659
(530) 656-2261

Pleasant Grove Fire Station
3100 Howsley Road
Pleasant Grove, CA 95668
(916) 655-3937
Daniel Cooper, Vol. Chief

July 15, 2016

To: Curt Coad, County Administrative Officer

From: Danelle Stylos, Director of Development Services
John Shalowitz, Fire Services Manager (Chief)

Re: Response to 2015-16 Grand Jury Report – Fire Services Division

Division Comments

The Sutter County Fire Services has reviewed the 2015-16 Final Report of the Sutter County Grand Jury and have reviewed their findings and recommendations and have the following responses;

Findings

The Sutter County Fire Department has the following responses to the findings stated in the 2015-16 report.

F1. The Live Oak Fire Station does not have a ventilation exhaust system in the engine bays.

RESPONSE The Sutter County Fire Department agrees with the finding.

F2. Oswald-Tudor Fire Station does not have a ventilation exhaust system in the engine bays of either building.

RESPONSE The Sutter County Fire Department agrees with the finding.

F3. Oswald –Tudor fire Station exercise equipment area and turnouts are in the engine bay. This exposes the personnel to residual exhaust fumes and particulates that are deposited on the equipment.

RESPONSE The Sutter County Fire Department agrees with this finding.

F4. At the Oswald- Tudor Fire Station, the buildings are not large enough to safely accommodate the engines and equipment.

RESPONSE The Sutter County Fire Department agrees with this finding.

F5. All Stations visited by the SWCGJ reported inadequate staffing levels.

RESPONSE The Sutter County Fire Department agrees with this finding.

Recommendations

- R1 The Oswald-Tudor Fire Station and Live Oak Fire Station procure and install snorkel type ventilation systems. This would mitigate the issues of equipment exposure and minimize health risks. (F1-F3)

RESPONSE

The Sutter County Fire Department has reviewed this recommendation and has found that there needs to be further analysis to research potential funding for this project (i.e. Grants). The fiscal analysis of this project will be completed by December 31, 2016. Once that is complete it will be determined if this recommendation is reasonable. The Live Oak Fire Station is owned by the City of Live Oak, Sutter County Fire Department will work with the City of Live Oak to determine if this project can be implemented and /or funded at this location.

- R2 The Oswald-Tudor south auxiliary building be expanded to enable the equipment to be adequately and safely secured.

RESPONSE

This recommendation will not be implemented because it is not reasonable. The Sutter County Fire department will continue to search for a funding source for this recommendation. This same finding has been noted in the past two grand jury reports and during the past year there were improvements made to the existing structure to help with the protection of the vehicles (New Roof, Paint, Dry Rot Repair). The Sutter County Fire Department is a County Service Area (CSA) and the funding for this CSA comes from a small portion of property taxes, special fire tax, and a contract for services with the City of Live Oak. Like other CSAs, CSA-F receives no funding from the General Fund. During the past year, it was analyzed and discovered that this project does not meet the demographic requirements for a Community Development Block Grant.

- R3 The Sutter County Fire Department conduct a study and review the minimum mandatory staffing requirements for all stations and take necessary action to ensure the compliance with requirements.

RESPONSE

This recommendation will be partially implemented. The Sutter County Fire Department has initiated a process to evaluate the staffing and operational needs. The study should be completed by December 31, 2016. However, once the staffing and

operational needs have been identified, it may not be possible to fund them. Until such a funding source can be found, the recommendation is unreasonable. The Sutter County Fire Department is funded by taxes and special fire assessment and any funding to support additional staff and operations would require a vote of the residents of its CSA.

Attachment C



HUMAN SERVICES DEPARTMENT
WELFARE & SOCIAL SERVICES DIVISION

1965 Live Oak Boulevard
P.O. Box 1599
Yuba City, CA 95992-1599

April 30, 2007

(530) 822-7151
FAX (530) 822-7384

EDMUND C. SMITH
Director of Human Services

State of California Department of Industrial Relations
Division of Occupational Safety & Health
Cal/OSHA Enforcement
2424 Arden Way, Suite 165
Sacramento, CA 95825

LORI HARRAH
Assistant Director of Human Services
Director, Welfare & Social Services
(530) 822-7238
FAX (530) 822-7255

ATTN: Warren Manchester CIH, Associate Industrial Hygienist

Dear Mr. Manchester,

This letter is in response to your site visit on April 27, 2007 to our Social Services branch of the Welfare & Social Services Division, Human Services Department located at 1965 Live Oak Blvd, Yuba City. I have enclosed the requested documents including, Cal/OSHA Form 300 Log for three years, IIPP Training Records for urine sample that was conducted for all Social Worker staff. This training was conducted by Social Worker Supervisor Linda Evans on March 27, 2007 regarding collect, test, disposal and training for the handling of urine sample. Staff were instructed and the attached handouts were provided. Additionally, training was provided by e-mail on March 6, 2007 and amended on March 13, 2007. Both of these e-mails and the attachment are enclosed. This was also confirmed when you interviewed Social Worker Paula Kearns. Per our discussion it was concluded that we are not handling blood and will not be subject to a Bloodborne Pathogen (BBP) program.

If I can be of further assistance to you please feel free to contact me at (530) 822-7238.

Sincerely,

Lori Harrah
Asst. Director of Human Services
Director, Welfare & Social Services

Enclosures:
Training March 6, 2007, March 13, 2007 and March 27, 2007
Cal/OSHA Form 300 Log for 2005, 2006 & 2007 (3 years)

C: Ed Smith, Sutter County Human Services Director
Chuck Graham, Sutter County Risk Manager

MYRNICE VALENTINE
Program Manager -
Admin / S.I.U.
(530) 822-3212
FAX (530) 822-7255

DONNA VAN METER
Program Manager -
Employment Services
(530) 822-7133 Ext. 112
FAX (530) 822-7599

WILLIAM RAMSAUR
Program Manager -
Social Services
(530) 822-7151 Ext. 139
FAX (530) 822-7596

PATRICIA A. EVANS
Program Manager -
Eligibility Services
(530) 822-7230 Ext. 210
FAX (530) 822-7563

DEVINDER (DAVID) S. NAGRA
Program Manager -
System Support
(530) 822-7230 Ext. 204
FAX (530) 822-7255

STATE OF CALIFORNIA
 DEPARTMENT OF INDUSTRIAL RELATIONS
 DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

Office: Cal/OSHA Field Office
 381 Hemsted Drive
 Redding, CA 96002

NOTICE OF NO VIOLATION AFTER INSPECTION

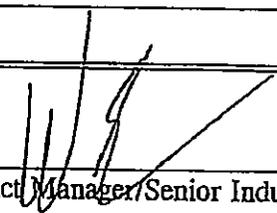
RECEIVED
 JUL 03 2007
 Sutter County
 Social Services

Sutter County Human Services
 1965 Live Oak Blvd
 Yuba City, CA 95991

An inspection was conducted by Warren Manchester at a place of employment located at 1965 Live Oak Blvd, Yuba City, on 04/26/2007. This inspection was initiated by any or all of the following reasons: complaint, follow-up, referral, planned.

Description of area(s) inspected:
Procedure for urine sample collections

Signature: _____
 Safety Engineer/Industrial Hygienist

Signature: 
 District Manager/Senior Industrial Hygienist

Date of Issuance: 0.28.07

Date Inspection Completed: 04/26/2007

It has been determined that no violation of any standard, rule, order or regulation set forth in Title 8, California Code of Regulations and Division 5 of the California Labor Code has been found as a result of this inspection.

This notice relates solely and exclusively to the inspection on the above date, which was not necessarily a comprehensive inspection of the worksite. Due to the transitory nature of worksite conditions, violations can occur occasionally or routinely and may be undetected by any given inspection. This notice does not preclude the issuance of citations on any future inspection.

2	1	D4499	051-07	310412135
Region	District	SE/IH Identification No.	Optional Report No.	Ca/OSHA Form I Report No.

STATE OF CALIFORNIA

DEPARTMENT OF INDUSTRIAL RELATIONS
 Division of Occupational Safety and Health
 Cal/OSHA Enforcement - Sacramento District Office
 2424 Arden Way, Suite 165
 Sacramento, CA 95825-2430
 Tel: (916) 263-2800 Fax: (916) 263-2798

Arnold Schwarzenegger, Governor

Inspection No.	
Inspector	<i>v. Manchen</i>
Opt Rpt No.	<i>051</i>



DOCUMENT REQUEST SHEET

Employer: <i>Sutter Co H.S.D.</i>	Contact Name (print): <i>Lori Harrah</i>
Today's Date: <i>4/26</i>	Postmark Date: <i>4/30</i>
Contact Signature: <i>[Signature]</i>	

As discussed during this inspection, copies of the following documents are requested for review. Please send them to the Cal/OSHA Inspector at the address above by the Postmark Date. If the copies are not postmarked/shipped by that date, we will take that as an admission that the documents do not exist, which usually results in Citations and Monetary Penalties.

Req'd	Documents Requested From the Employer:	Rec'd
<input type="checkbox"/>	Facility layout (i.e. floor plan, flow diagram, evacuation route plan, equipment map, etc)	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Cal/OSHA Form 300 (Log) for: <i>3 yrs</i> <input type="checkbox"/> Cal/OSHA Form 300A (Summary) for:	
<input type="checkbox"/>	First Report of Injury/Illness: <input type="checkbox"/> Cal/OSHA 5020 (Employer's) <input type="checkbox"/> Cal/OSHA 5021 (Doctor's) for:	
<input type="checkbox"/>	Worker's Compensation Insurance: <input type="checkbox"/> Written proof of coverage <input type="checkbox"/> "Experience Modification" factor	
<input type="checkbox"/>	<input type="checkbox"/> Emergency Action Plan <input type="checkbox"/> Fire Prevention Plan <input type="checkbox"/> First Aid Kit Medical Approval	
<input type="checkbox"/>	Injury and Illness Prevention Program (IIPP) Written Program	
<input type="checkbox"/>	IIPP Inspection Records for:	
<input checked="" type="checkbox"/>	IIPP Training Records for: <i>Urine sample collect, test, disposal</i>	
<input type="checkbox"/>	IIPP Injury/Illness Investigation Report for:	
<input type="checkbox"/>	IIPP Safety Committee Meeting Minutes for:	
<input type="checkbox"/>	Respiratory Protection (ResP): <input type="checkbox"/> Written Program <input type="checkbox"/> Exposure monitoring for:	
<input type="checkbox"/>	ResP: <input type="checkbox"/> Medical evaluations <input type="checkbox"/> Fit testing <input type="checkbox"/> Training for:	
<input type="checkbox"/>	Hazard Communication (HazCom) Written Program including the list of hazardous substances	
<input type="checkbox"/>	Material Safety Data Sheet (MSDS) for:	
<input type="checkbox"/>	HazCom Training for:	
<input type="checkbox"/>	Hearing Conservation (HC): <input type="checkbox"/> Written Program <input type="checkbox"/> Noise Monitoring for:	
<input type="checkbox"/>	HC: <input type="checkbox"/> Last Audiogram <input type="checkbox"/> Training for:	
<input type="checkbox"/>	Carcinogen / Asbestos / Lead registration / certification / notification for:	
<input type="checkbox"/>	Asbestos: <input type="checkbox"/> Objective data <input type="checkbox"/> Exposure Assessment <input type="checkbox"/> Medical Surveillance <input type="checkbox"/> Training for:	
<input type="checkbox"/>	Lead: <input type="checkbox"/> Written Program <input type="checkbox"/> Assessment <input type="checkbox"/> Medical Surveillance / Removal <input type="checkbox"/> Training for:	
<input checked="" type="checkbox"/>	Bloodborne Pathogen (BBP): <input type="checkbox"/> Exposure Control Plan <input type="checkbox"/> Sharps Injury Log	
<input type="checkbox"/>	BBP: Hepatitis Vaccination for:	
<input type="checkbox"/>	BBP: Post-exposure Evaluation / Follow-up for (date):	
<input type="checkbox"/>	Permits / Variances for:	
<input type="checkbox"/>	Equipment Maintenance records for:	
<input type="checkbox"/>	Lockout / Blockout / Tagout / written Hazardous Energy Control Procedure	
<input type="checkbox"/>	Safety instructions/operation manual for:	
<input checked="" type="checkbox"/>	Other <i>Training For Handling Urine Sample</i>	
<input type="checkbox"/>		

see reverse

If you need more time to satisfy this request, please contact the inspector identified above.

Attachment D



SUTTER COUNTY GENERAL SERVICES DEPARTMENT

146 Garden Hwy, Yuba City, CA 95991

Administration Building Services Fleet Management
Information Technology Parks & Recreation Purchasing Rental Facilities

August 10, 2016

The Honorable Brian R. Aronson
Presiding Judge of the Sutter County Superior Court
1175 Civic Center Boulevard
Yuba City, CA 95993

Dear Judge Aronson:

As the General Services Director for Sutter County, I am submitting the invited response to the findings and recommendations of the 2015-2016 Grand Jury report "An Outlook on Sutter County Public Buildings".

In summary, the General Services Director agrees with findings one, three, four, and five and disagrees with findings two and six (see page 2 of this report for further information). The General Services Director: 1) Agrees with recommendation one which will require additional research and budget approval to implement; 2) Agrees with and has implemented recommendation two; 3) Agrees with and is implementing recommendation three, which should be completed by June 2017; 4) Agrees with recommendation four which will require further analysis and budget approval to implement; and 5) Agrees with recommendation five which will require further analysis and budget approval to implement. Please read the body of the response for detailed information.

Thanks for the dedicated efforts of the Grand Jury in presenting this portion of the report, it is evident that much time and thought went into the research for this report.

Sincerely,

A handwritten signature in cursive script that reads "Megan M. Greve".

MEGAN M. GREVE
GENERAL SERVICES DIRECTOR

Sutter County
146 Garden Highway
Yuba City, CA 95991
530-822-7473
mgreve@co.sutter.ca.us

AN OUTLOOK ON SUTTER COUNTY BUILDINGS

Findings

Grand Jury Finding #1

"F1: The County's current Facilities Master Plan is outdated and doesn't address current facility needs. Additionally, the County does not have a comprehensive telecommunications plan."

Response from General Services Director:

The General Services Director agrees with this finding.

Grand Jury Finding #2

"F2: The County has recently upgraded energy savings components including solar systems on buildings and sites that may not be appropriate for future needs."

Response from General Services Director:

The General Services Director disagrees with this finding.

The energy savings project incorporated benefits to county-owned buildings from energy savings upgrades which included lighting, new HVAC systems, new roofs, upgraded plumbing, as well as solar arrays; several individual arrays and one common array. The common solar array will benefit buildings without individual solar arrays and the list of benefited buildings can be changed annually if necessary to ensure that the county receives the highest benefit. All upgraded buildings are already benefitting from the retrofits, as are the majority of the buildings with individual solar arrays. There is no immediate plan to vacate any of the buildings that are enjoying the upgrades. If, in the future, these buildings are sold, the purchaser of the building should be willing to pay for the upgrades which will benefit them into the future.

Grand Jury Finding #3

"F3: Many of the County buildings are near or past their useful lives, requiring increased maintenance costs and modernization to accommodate changing needs."

Response from General Services Director:

The General Services Director agrees with this finding.

Grand Jury Finding #4

"F4: Whiteaker Hall does not meet the same standards in regards to maintenance and custodial care as observed in other County facilities"

Response from General Services Director:

The General Services Director agrees with this finding. For further detail please see Response to Recommendation #3.

Grand Jury Finding #5

"F5: Space is available at 463 Second Street. However, there is no published plan on how to utilize it."

Response from General Services Director:

The General Services Director agrees with this finding.

Grand Jury Finding #6

"F6: Records stored in the basement of the Hall of Records are at risk of being lost, damaged or destroyed. They are also in a location which is difficult to access."

Response from General Services Director:

The General Services Director disagrees with this finding.

Regarding flooding in Yuba City or county buildings, the area under the Hall of Records has not ever been recorded as flooded. Items have been stored in that space since 2001. These items include: the audio/visual equipment to record the Board of Supervisors meetings; many tapes of the meetings; as well as other surplus equipment and files. The current storage use of the space is for the Board of Supervisors and CAO. All items are removed and replaced by Facilities maintenance staff and it is not a burden for the number of times the records are accessed. No records have been damaged, nor has there been any water in this space. The items are stored neatly on metal shelving to eliminate stacking boxes and for ease of display.

Grand Jury Finding #7

F7: The Sutter County Jail has internal equipment problems due to age. The security gate hardware is often not commercially available requiring costly custom solutions. Evaporative cooling systems provide inadequate cooling for certain inmates suffering from medical conditions or treatments. There are additional plumbing maintenance issues attributed to the Housing of AB109 inmates, increasing the pressure on the antiquated plumbing."

Response from General Services Director:

The General Services Director partially agrees with this finding.

The medical staff at the jail have indicated to General Services staff that the temperature needs to stay below 85 degrees for inmates on certain medications. When the temperature in the medical area is above the desired range, the inmates are moved to a cooler location.

There are 7 or 8 swamp coolers that were installed in 1976 and refurbished for the cost of \$50,000 approximately 5 years ago. The remaining coolers are significantly newer and the current jail expansion plans include installation of new swamp coolers in the new areas.

The coolers of concern are the older ones, which include the medical area of the jail. General Service's staff reviewed records provided by the newly updated Delta system connected to the older swamp coolers. During average summer days, the temperature varied between 78 and 80 degrees. On extremely hot days the temperature varied between 85 and 88 degrees. The newer systems registered approximately 10 degrees cooler than the older systems.

This information supports the finding that there are some days in the summer when the temperature is above the advisable range and will entail extra work for the jail staff to accommodate those inmates on susceptible medications. The temperature is not continuously above the desired range.

Recommendations

Grand Jury Recommendation #1

"R1: The County should expedite the development of both short and long term facilities master plans. This will alleviate confusion, reduce unnecessary modifications, and maintenance challenges. This will also minimize business unit disruptions currently plaguing County departmental operations. A comprehensive telecommunications plan should be developed in conjunction with the development of a facilities master plan. Consolidation of departments should be utilized wherever possible in the design of this Master Plan."

Response from General Services Director:

The General Services Director agrees with this recommendation in concept. The recommendation will require additional research and budget approval to implement.

In Fiscal Year 2014-15, at the request of the General Services Director, \$150,000 was budgeted in the Plant Acquisition budget unit #1-801 for Phase 1 of a Facilities Master Plan. Before the Request for Proposal (RFP) could be issued, an opportunity arose to purchase a large building to be utilized as a consolidated County center. The funding for the Facilities Master plan was set aside to pay for the development of a plan to design the County center. The project took many months to get to the preliminary phase and then the negotiations to purchase the building stalled and ultimately terminated. The funding was never reinstated for the Facilities Master Plan and subsequent budgets did not include funding for the plan. The General Services Director and the County Administrative staff continue to discuss the need for a comprehensive plan and to determine funding and timing for such a plan to be developed.

An RFP for professional services to develop this Facilities Master Plan will need to be issued, evaluated, and awarded. Once awarded, it will take the consultant and County staff a significant amount of time to develop the desired plan with input along the way from the Board of Supervisors.

The General Services Director also agrees with the need for a comprehensive telecommunication plan. The Deputy Director General Services – IT, along with his staff have developed a draft plan that can easily be incorporated with a Facilities Master Plan. All telecommunication needs for the last two years, as well as any requests going forward, adhere to this draft plan.

Grand Jury Recommendation #2

"R2: An audit of all of the County facilities should be conducted as soon as possible for ADA compliance."

Response from General Services Director:

The General Services Director agrees with this recommendation which was implemented in September 2011.

An ADA transition plan was developed and approved by the Sutter County Board of Supervisors on September 27, 2011. This plan includes a comprehensive list of required ADA improvements to all facilities and an estimated date for total completion of Fiscal Year 2027-28. This list is referenced when any major project on a facility is undertaken. The required items are most often added to the projects that are being proposed if budget allows. In addition, available funds are set aside each fiscal year to complete a portion of the required ADA projects on the list.

This plan is the roadmap that the Board of Supervisors has elected to follow to ensure all County facilities comply with all ADA requirements. The Transition Plan can be found on the County website under the September 27, 2011 Board Agenda www.suttercounty.org/atgenda/bos/2011/3938.

Grand Jury Recommendation #3

"R3: A standard checklist for routine maintenance should be adopted by General Services and initialed by those responsible after accomplishing those duties on the list. A regularly scheduled follow up inspection should be performed at these facilities."

Response from General Services Director:

The General Services Director agrees with this recommendation which is partially implemented now and will be fully implemented by June 2017.

The General Services Custodial staff currently utilize a check list developed specifically for each building serviced by General Service's staff. A copy of the checklist for 1965 Live Oak Boulevard, the In-patient unit, is included as Attachment A of this response. In regards to Finding #4, the General Services staff does not provide custodial services to Whiteaker Hall. These services are completed by probation work crews under the supervision of Sheriff Deputies.

General Services Facilities maintenance staff provide monthly preventative maintenance on all HVAC systems and back-up generators. A checklist for an annual check on each county building was used previously (see Attachment B), however, during FY 2009-10, due to a decrease in funding, staff was reduced by approximately 25%. At that time, the Public Works Director instructed the maintenance staff to discontinue these annual checks and only provide maintenance that is requested by the county staff occupying the buildings. This practice has changed slightly as funding has improved. The maintenance staff currently look for items of concern and bring those forward each year at budget time to be addressed.

In regards to Finding #4, the General Services maintenance staff provides only that maintenance requested by the Sheriff's staff for Whiteaker Hall. This was initiated in the past and has continued in the same manner.

In the FY 2016-17 budget, the Board of Supervisors approved the purchase of a software module that will track all buildings, attached assets, occupancy, and all maintenance needed and performed. The software will assist the maintenance staff in completing an assessment of each asset, both owned and leased. This will allow General Services to provide a more comprehensive view of the condition of all buildings and make recommendations to keep the buildings in the best workable condition possible. At that time, the previous checklist will be updated and incorporated in the new procedures. It is expected that the software will be implemented by June 2017.

Grand Jury Recommendation #4

"R4: Aging buildings and facilities should be upgraded or replaced as soon as possible. The Sutter County Jail, Child Protective Services modular buildings and the Oswald-Tudor fire station should be the top priorities."

Response from General Services Director:

The General Services Director agrees with this recommendation in concept. The recommendation will require additional research and budget approval to implement.

Jail

At this time, there is a Jail Expansion project which will start construction sometime in the late fall of 2016. This project will address some of the maintenance issues in the older portions of the buildings. It is recommended that a comprehensive list of maintenance concerns be included in the Facilities Master Plan so they can be addressed in an orderly and timely manner when funding is available.

Modular buildings

There is a basic plan in motion to lease a separate facility which will house the staff currently housed in the modular buildings at 1965 Live Oak Boulevard. This plan, once completed, would allow for the modular buildings to be removed.

Oswald-Tudor Fire Station

A plan to make changes to the Oswald-Tudor Fire station was discussed several years ago but there was no funding available in the Fire budget to cover costs of upgrading this station.

The General Services Director believes that a comprehensive Facilities Master Plan should address all upgrades or replacements needed to all County facilities and should include recommended funding and timelines for completion.

Grand Jury Recommendation #5

"R5: The BOS meeting place should be relocated to a more suitable location (ADA Compliant). A more suitable storage location for the records should be developed."

Response from General Services Director:

The General Services Director agrees with this recommendation in concept. The recommendation will require additional research and budget approval to implement.

The General Services Director believes that a comprehensive Facilities Master Plan that will consolidate services will address this concern.

Appendix A

BUILDING LOCATION: 1965 MENTAL HEALTH IN-PATIENT UNIT

Date: _____

Assignment Time: 7:00 a.m. - 3:30 p.m. daily

Daily Prep	
1	Restock supply cart
2	Refill Unit mop bucket and replace mop
3	Use trash cart to retrieve dirty laundry from Unit
4	Sort dirty laundry into laundry cart
5	Put away all laundry/Rags & socks to Unit
6	Check & restock supply room shelves
7	Restock coffee supplies in break room

Dining Room/ Nurses Station/TV room	
1	Arrange chairs and tables
2	Empty trash, replace trash liner (if needed)
3	Clean and sanitize drinking fountains
4	Sweep and mop tile floors
5	Vacuum all fabric furniture
6	Vacuum/dust air registers
7	Remove cobwebs
8	Dust tables, chairs, cabinets, window sills
9	Vacuum Carpet

Restrooms	
1	Empty trash, replace trash liner (if needed)

2	Clean mirrors/faucet fixtures
3	Clean and sanitize sinks, countertops,
4	Clean and sanitize toilets, urinals
5	Wipe down walls, stalls, light switches
6	Restock all paper products
7	Sweep and mop floors
8	Replace soap containers
9	Vacuum/dust air registers
Crisis Unit (if no patients are present)	
1	Empty trash, replace trash liner (if needed)
2	Vacuum carpet and under desks
3	Empty recycle bins
4	Remove soiled spots carpet/furniture
5	Remove cowebs
6	Vacuum all fabric furniture
7	Vacuum/dust air registers
8	Dust tables, chairs, cabinets
9	Clean interior windows
10	Sanitize all hard surfaces

Patient Rooms (if not occupied, before new patient arrives)

1	Check room board to prioritize cleaning
2	Empty trash, replace trash liner (if needed)
3	Restock all paper products
4	Clean and sanitize sinks, countertops,
5	Sweep and mop floors
6	Wipe down walls, switches & doors

7	Clean interior windows
8	Remove cobwebs
9	Vacuum/Dust air vents
10	Fill soap containers
11	Scrub and wax floor

Common hallways / Offices	
1	Carpet - Vacuum
2	Tile - Sweep and mop
3	Carpets - Check for spots and remove
4	Tile - Restore and buff
5	Carpets - Extract
6	Tile - Scrub / Strip and recoat
7	Check and initial fire extinguishers (monthly)

Building perimeter	
1	Empty trash cans and ash trays, pick up trash
2	Clean exterior windows
3	Remove cobwebs

NOTES:

- 1 AS NEEDED
- 2 SORTED BY: SCRUBS, TOWELS, SHEETS, BLANKETS, MOPS, DIRTY RAGS
- 3 COFFEE SUPPLIES: IN THE BOX ON THE SHELF BEHIND THE LAUNDRY CART
- 4 SUGARS, CREAMER, FILTERS, TEA. (COFFEE IS IN THE FREEZER)
- 4 FIRE EXTINGUISHER INSPECTION TO BE DONE IN THE FIRST FULL WEEK OF THE MONTH.

Discrepancies Noted by Supervisor:	Corrected by: Initial	Date
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Items Requiring Corrective Action by Building Maintenance	Work Request Assigned (WR #)
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Sat	Sun.	Mon.	Tues.	Wed	Thurs.	Fri.	Notes
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INITIAL DAILY

Appendix B

FACILITY ADDRESS:					Date:			
MAINTENANCE SYSTEM	SUB SYSTEMS	PASS	FAIL	N/A	WORK ORDER ISSUED #	REMARKS/DISCREPANCIES NOTED		
HVAC	Pumps/Motors (Refer to Quarterly Filter Change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	Package Units (Refer to Quarterly Filter Change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	Chillers							
	1. Change oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	2. Check electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	3. Check for leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	4. Clean condensation tubes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	Air Handlers							
	1, Wash out coils, drain pans and lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	2. Change filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	3, Grease bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	4. Check belts, pulleys; change if req'd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	Cooling Towers							
	1. Muck tower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

	2. Grease motor bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Check belts, change if req'd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Check filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Check chemical feeders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	6. Check chemical control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7. Clean media filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HVAC Cont.	Evaporative Coolers	PASS	FAIL	N/A	WORK ORDER ISSUED #	REMARKS/DISCREPANCIES NOTED
	1. Clean pans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Clean drain lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Change pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Wash out unit/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Freezers/Refrigerators (Walk-ins ONLY)					
	1. Clean condensers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Clean evaporators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Check defrost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Check condensate drains; clean if req'd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Check door gaskets and controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	6. Check egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7. Check electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	8. Check for refrigerant leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	Parking Lot Lighting								
	1. Adjust timers as req'd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Emergency Generators (refer to Generator maintenance program)								
	1. Check connections to facility for security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	2. Check automatic switching station								
	a. Check security of unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Exhaust fans, air registers, and vents								
	1. Check Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	2. Check for cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
STRUCTURE	Building Exterior								
	1. Inspect roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	2. Clean gutters, overflows ports, downspouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	3. Clean roof of all debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		PASS	FAIL	N/A	WORK ORDER ISSUED #	REMARKS/DISCREPANCIES NOTED			
	4. Stucco for cracks, voids, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	5. Inspect parking lots for safety items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	6. Inspect pavement/walkways/concrete for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

	damage or safety items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	7. Inspect exterior paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	8. Inspect doors/latches/closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	9. Inspect automatic gates/openers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	10. Lubricate tracks/wheels for garage doors, automatic doors and gates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	11. Exterior doors for air infiltration/weather stripping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	12. Check and adjust automatic clocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	13. Check windows for cracks, air infiltration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	14. Check all ramps for slip/tripping and safety hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	15. Check handrails for security and paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	16. Awnings for security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	17. Check for dry-rot all wood trim, fascias, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	18. Signage- missing lettering or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	19. Check condensate lines for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	Building Interior							
	1. Inspect doors for damage and door knobs/handles, closures, latches for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
STRUCTURE Cont.	2. Check doors for binding, hitting jams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	3. Inspect interior paint/door and window finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

		PASS	FAIL	N/A	WORK ORDER ISSUED #	REMARKS/DISCREPANCIES NOTED
	4. Inspect hard flooring surfaces for safety and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Inspect all drains and water lines, toilets, sinks, and urinals for operation and leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	6. Check walls for holes/damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7. Handrails for security and paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	8. Check ceiling tiles for staining/damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	9. Check signage for damage-missing lettering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	10. Check carpet for tears, rippling, buckling, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	11. Check clocks for proper time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	12. Note any safety hazards/concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Miscellaneous	Air compressors (where applicable)					
	1. Change oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2. Check belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3. Check filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4. Exercise drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5. Drain and check air dryers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
COMMENTS:						

